



**Ganpat  
University**

॥ विद्यया समाजोत्कर्षः ॥

**V. M. Patel  
Institute of  
Management**

**CENTRE OF  
EXCELLENCE**



NOTIFIED  
BY GOVERNMENT OF GUJARAT

## Students Code of Conduct

### 1. Attendance and Academic Discipline

- Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers from entering the classroom.
- Plan to arrive on time and stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- Attendance in classrooms, events, workshops, seminars, and placement activities is mandatory per the university guidelines. Failure to comply may attract disciplinary measures.
- Students must not wait outside the classroom or use the library, computer lab, or the institute premises during classes.
- Students talking and engaging in other disruptive behaviors will not be permitted during classes.
- Students must not attend classes other than their own without permission from the faculty or the Head of Departments.

### 2. Identity and Dress Code

- Every student must obtain an identity card, which must have his/her photograph attested, wear the identity card in person whenever he/she is on the institute premises, and present it for inspection on demand.
- Students shall wear formal clothes on all days. Students may be required to wear blazers when required at institute events. Parents are to see that the dress and hairstyle of their wards are in tune with modesty and dignity.

### 3. Behaviour and Personal Conduct

- GUNI – VMPIM has a zero-tolerance policy towards misbehavior, discrimination, gender sensitivity, indulgence in unethical practices, including possession and consumption of tobacco, drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance, and any action that will bring disrepute to the university, etc., by any student.
- Smoking and consumption of alcohol on the Institute premises or entering the Institute premises after consuming alcoholic drinks is strictly prohibited.
- When the students meet a staff member on campus or outside, they will greet him/ her as a mark of respect.

- Students shall do nothing inside or outside the Institute that will interfere with its orderly conduct and discipline.
- Be polite and respectful towards the teaching faculty members, the administration staff, and other students.
- Insubordination and inappropriate language or misconduct on the part of a student are sufficient reasons for his/her suspension or dismissal.
- The Institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus. No student will be allowed to participate actively in current politics.

#### **4. Anti-Ragging Policy**

- Ragging done by students is banned on the institute campus. Any person resorting to physical fights will amount to ragging. Anyone found guilty of ragging and /or abetting ragging is liable to be punished per the directive of the UGC and the Government. Any incident of ragging will be dealt with seriously. The culprits conducting ragging will be dismissed from the Institute, and authorities will file a case with the local police authorities.

#### **5. Library and Use of Premises**

- The students in the library must observe strict silence.
- The students are expected to spend their free time in the library. They should not roam along the corridor or crowd along the passage.
- The Institute prohibits food and beverages carried by the students, which are strictly prohibited in computer labs, libraries, and classrooms.

#### **6. Institutional Property and Infrastructure**

- In the event of any loss or damage to property, the University/Institute may recover the cost of repair or replacement from the entire batch concerned.
- The students are expected to adequately care for the Institute's property and help the Institute's authorities clean the premises. Damaging institute property, e.g., disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C., etc., is a breach of discipline, and the students/batch found guilty will be liable for punishment, which can attract financial penalty as well from the entire batch for such damages.
- Students should not leave their books, valuables, or other belongings in the classroom during breaks, before, or after class. The Institute is not responsible for lost property.

## **7. Student Activities and Permissions**

- Students shall not form any Society or Association or invite any person to the Institute or address a meeting without prior permission from the Head of the Department.
- No student shall collect any money or contribution for a picnic, trip, Educational visit to some place, get-together, study notes, charity, or any other activity without prior permission from the Head of the Department.
- Prior permission from the Head of the Department is essential to participate in intercollegiate competitions.
- Students must not associate themselves with any activity not authorized by the Head of the Department. The Institute will take action against students found guilty of organizing or participating in such unauthorized activities.
- Every student has to participate in all the in-house and outside co-curricular activities the Institute offers.
- All the activities organized and conducted at the Institute will be under the guidance and supervision of the Head of the Department and the Professor in charge.
- Students must obtain prior approval from the appropriate authorities before participating in any formal or informal events, whether within or outside the Institute.

## **8. Communication and Social Media**

- Students should restrain themselves from posting any comments on social media or in print, attempting to bring disrepute to the university, and no student shall communicate information or write about matters dealing with the Institute administration to the Press, which will be viewed seriously by the Institute and will attract severe disciplinary action.

## **10. Administrative Procedures and Office Communication**

- Students applying for certificates, testimonials, etc., which require the Head of the Department's signature on any document or application, should contact the Institute office first. Students should not bring any paper directly to the Head of the Department for his/her signature.
- It is the student's responsibility to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on the grounds of ignorance or not reading notices.
- It is the responsibility of students and parents to pay all the fees to the institute/university before the commencement of the semester.

### **11. Use of Mobile and Electronic Devices**

- The student must ensure the mobile phone is silent during the session or any ongoing event, talk, or seminar on the Institute's premises.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy is not permitted without that person's knowledge and expressed consent.

### **12. Transportation, Parking, Hostel, and Safety**

- The university provides limited parking spaces for students and staff, which can be utilized on a 'first-come, first-served' basis. The Institute management is not responsible for the safety (including damage/theft/or loss of vehicles) of vehicles on the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles on the campus at a moderate speed only; speeding will be considered an act of indiscipline and can attract punishment. Bike races/motor car races/elephant processions, or similar activities, shall not be permitted on campus. No vehicles shall be used during celebrations on the institute campus.
- Students can only bring their vehicles up to the designated parking area. Entry beyond that point is strictly prohibited at all places. Students must seek guidance from support or security personnel on campus and in the Institute regarding vehicle parking.
- The students are responsible for following the rules and regulations given by the authority regarding hostels and transport affiliated with or provided by the Institute.

### **13. Sexual Harassment and Safety Policy**

- Sexual harassment is strictly prohibited. The Sexual Harassment Prevention Committee deals firmly with all the offenders.

### **14. Examination Responsibilities and Rules**

- It is the student's responsibility to fulfill all the exam-related submissions. All Continuous Evaluation Components (CEC) submissions should be submitted to the respective faculty member well in advance.
- It is the student's responsibility to fill out the exam form at the beginning of the semester.
- Students will not be permitted to appear in the mid-semester, internal, or CEC examinations if they have any pending dues for the semester.
- Students receiving Government or Institute Scholarships or any fee remission must note that the grant and continuance are subject to good behavior, regular attendance, satisfactory progress, and good results at the Institute and University Examinations.

- Students are strictly prohibited from using any unfair means during examinations, which includes, but is not limited to, copying, accessing unauthorized materials, impersonation, or any attempt to gain an unfair academic advantage. Such acts are considered violations of academic integrity.
- Any student found guilty of using unfair means shall be subject to disciplinary action, depending on the severity of the misconduct.

#### **15. Disciplinary Measures and Authority**

- Students who participate in mass boycotts, coordinated absences, or collective bunking may be liable to a fine of up to ₹500 per student, along with other disciplinary actions as deemed appropriate by the Institute from time to time.
- By joining the Institute, students agree to abide by all its rules and regulations.
- Matters not covered by the existing rules will rest at the absolute discretion of the Head of the Department.
- The Head of the Department is the ultimate disciplinary authority in the Institute.

**Failure to comply with the Code of Conduct would invite disciplinary action.**

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